

Personnel Issues & You



UPPS Newsletter 2000-11

November 1, 2000

Personnel Cabinet

*5th Floor, 200 Fair Oaks Lane
Frankfort, Kentucky 40601*

Secretary

*Carol M. Palmore
Suite 516, 502-564-7430
Fax 502-564-7603*

*Julie True, Commissioner
Department for
Employee Relations
Suite 511, 502-564-7911
Fax 502-564-4311*

Herb Sheeting, *Commissioner*

*Department for
Personnel Administration
Suite 530, 502-564-2428
Fax 502-564-5826*

*Personnel Cabinet Web Site
[http://www.state.ky.us/
agencies/personnel/
pershome.htm](http://www.state.ky.us/agencies/personnel/pershome.htm)*

Adenta Subscribers that Retire

Adenta subscribers who are retiring or have lost coverage due to termination can convert to a direct pay basis with Adenta's Personal Dental Plan. This must be completed within 30 days of loss of coverage. If you have any questions, please call Adenta's Customer Service Department at 800-233-1043. ☼

Dual Employment

When the Processing Branch receives an appointment P-1 for processing, one of the first tasks that they do is to check and see if that employee is already employed. If they are already working for the Commonwealth, and there is not a resignation pending from the other agency, Processing then contacts both agencies to see if the employee is resigning, or if it is a case of potential dual employment.

If it actually is a case of dual employment, per regulation there must be a request from both agencies and approval from the Secretary of the Personnel Cabinet. We have tried to simplify this process by using a standard form that will become a part of the Personnel/Payroll Manual. Attached for your immediate use (page 6) is a "Request for Dual Employment" form to be signed by all parties and sent along with the requesting P-1 appointment. If the dual appointment is approved, the form will be imaged along with the P-1, to become part of the official file. ☼

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Your Role in Payroll Deduction Discrepancies

The Personnel Cabinet is attempting to define the duties that payroll officers/insurance coordinators have in dealing with employees who have entered into a contract with an insurance carrier/institution that is **not a part of the Commonwealth of Kentucky's State group**.

These contracts are between the employee and the carrier/institution unless it deals with an error in the amount being deducted or payments not being remitted. We urge you to convey this information to your employees.

We would also like to remind you that you should not set up a deduction unless you have received it from the carrier not the employee.

We are attempting to convey to the various carriers/institutions that your function is to set up the deduction, cancel the deduction and resolve any discrepancy in payment amounts.

For your convenience, we have developed a form for the employee to sign when they choose to discontinue the deduction. This form is available for duplication on page 7. ☞

Health Resources, Inc. 2001 Rates

The monthly rates for Health Resources, Inc. renewal effective January 1, 2001, for Dental Health Options are:

Employee Premium Tier	DHO 6B-1000 Current Rates	DHO 6B-1000 Renewal Rates
Single Employee	\$22.40	\$24.64
Employee & Spouse	\$46.02	\$50.62
Employee & Child(ren)	\$40.76	\$44.84
Employee & Family	\$61.44	\$67.58

☞

Spectera Issues

There has been a bit of confusion concerning Spectera enrollment. Please ensure that enrollment forms for employees reflect the correct deduction utility.

Spectera: Utility Code 0001243

Spectera one: Utility Code 0001249

Burch Dental Plan Premium Changes

Burch Dental Plan announced the following premium changes:

	Old Rates	New Rates
Single	\$13.85	\$14.60
Dual	\$24.85	\$26.60
Family	\$35.85	\$37.60

Each subscriber has received notification of these changes from the provider and the rates have been updated in the computer. Please ensure that the correct agency number appears on the enrollment form. ☞

Open Enrollment

We have redesigned Screen Y to mirror the new offerings from open enrollment, and likewise modified the utility field to store the new data. We will be distributing this information soon. You should not need to use either Screen Y or the 225's for entry. However, if there are problems or errors later, they will be available.

On December 1, all health insurance deductions in UPPS, except those for employees in County Fee offices, will be stopped. Before the payroll is processed on December 6, the new deduction data will be loaded from the Benefits Data Branch. It is our goal to run that edit as early in the payroll cycle as possible in the event there are some transactions that kick out. ☞

Change in Files Branch

The Files Branch and the Processing Branch have been combined into the Processing/Files Branch. All mail directed to the Files should be sent to the attention of Carolyn Bruce, Manager, Processing/Files Branch. ☞

W-2 Time Approaches

The W-2 schedule this year will not vary too much from last year. You will still have a choice regarding whether your W-2's are mailed or you distribute them. All W-2's will still be printed using mailer forms. If you want to distribute the forms, you must notify us in writing no later than December 10, 2000. If you want us to mail them, you do not need to notify us. You cannot have us mail some and distribute others. Copies of the W-2's will be sent to each agency. The following procedures will apply:

1. **November 13, 2000, Monday:** The listing of one-line YTD figures will be produced for agencies to check. Double-check the employees who have had DOA-27 or Request for Refunds, especially those who have had premium conversion (health insurance or FSA) refunds. These are usually the "problem" records.
2. **December 19, 2000, Tuesday, close of business:** After this date, all adjustments sent to us for keying (manual pay transactions or 300 series) must have "2000" written at the top of the page to ensure that they are processed against the 1999 file.
3. **December 20, 2000, Wednesday, close of business:** The last day for submission of a Manual Payroll Voucher (DOA-27) to the Personnel Cabinet to be included in 2000 wages.
4. **December 28, 2000, Thursday, close of business:** Cutoff for requests for refunds for 2000 funds must be received in Treasury. After that time, any refunds will have to be done from 2001 funds and adjusted on the 2001 Employee Master File.
5. The on-line manual pay system will be used exclusively for adjustments for 2000 until the W-2's are produced. Do not enter 2001 manual pays on these screens until you have received your 2000 W-2's.
6. **January 3, 2001, Wednesday:** The one-line YTD wage report will be produced again -- a second chance to review YTD figures for accuracy.
7. **January 10, 2001, Wednesday, 1:00 p.m.:** The last day for adjustments. No adjustment updates will be run after January 12, 2001.
8. **January 11, 2001, Thursday:** The target date for printing W-2's. ☼

EFT Pre-Note Schedule

Attached is the list of the run dates for EFT Pre-Notification tapes and the first date available for direct deposit. ☼

Employee Addresses on UPPS

We will be sending the Payroll Officers an address listing in November. If there is time and it is an active or on-leave employee, please initiate a P-1 action to do an address change. If the employee is terminated, you can change the address on-line or send the Personnel Cabinet the transactions.

All address changes not in the system by the last update for the December 1-15 supplemental payroll must be sent to the Personnel Cabinet, Division of Employee Records, Payroll Branch, Room 535, 200 Fair Oaks Lane. We will accept these changes until January 9, 2001. We want all W-2s to reach the employees. ☼

Charitable Campaign

The combined campaign for charitable giving for 2001 will start with the December 16-31 payroll. There is only one deduction for charity-- Deduction 52. The total amount to be withheld will be entered. The campaign administrator, which is the United Way for 2001, will distribute the donations based on the employees' pledges. Please note that all deductions are to be processed each pay period.

1. Our staff will automatically change the frequency on Charitable deduction 52 to "00" after the December 1-15 pay period is processed.
2. Use your agency's charitable campaign pledge forms to update the employee's UPPS Master Record.
 - a. If an employee wishes to stop his charitable deduction after the last December paycheck, you need not do anything. If you wish, you could submit a 225 transaction with a frequency of "99" to delete that deduction from the employee's record.
 - b. For employees wishing to deduct for the 2001 campaign, beginning with the January 15, 2001 paycheck, code and submit a 225 transaction, deduction number 52, frequency 09, with the amount indicated on the Payroll Pledge Form, and utility 0000000.

Do not enter any Charity deductions before January 3, 2001, when you begin entering your December 16-31 payroll. ☼



List of Creation and Run Dates for EFT Prenotification Tapes and Datasets

Create Date (AM)	Dataset Name to Create	Date Run thru PERPAY1 (PM)
January 11, 2001	PER.PRENOTE1.DATA	January 29, 2001
January 29, 2001	PER.PRENOTE2.DATA	February 14, 2001
February 14, 2001	PER.PRENOTE1.DATA	February 27, 2001
February 27, 2001	PER.PRENOTE2.DATA	March 14, 2001
March 14, 2001	PER.PRENOTE1.DATA	March 29, 2001
March 29, 2001	PER.PRENOTE2.DATA	April 13, 2001
April 12, 2000	PER.PRENOTE1.DATA	April 27, 2001
April 27, 2001	PER.PRENOTE2.DATA	May 14, 2001
May 14, 2001	PER.PRENOTE1.DATA	May 29, 2001
May 29, 2001	PER.PRENOTE2.DATA	June 14, 2001
June 14, 2001	PER.PRENOTE1.DATA	June 28, 2001
June 28, 2001	PER.PRENOTE2.DATA	July 12, 2001
July 12, 2001	PER.PRENOTE1.DATA	July 27, 2001
July 27, 2001	PER.PRENOTE2.DATA	August 14, 2001
August 14, 2001	PER.PRENOTE1.DATA	August 29, 2001
August 29, 2001	PER.PRENOTE2.DATA	September 13, 2001
September 13, 2001	PER.PRENOTE1.DATA	September 27, 2001
September 27, 2001	PER.PRENOTE2.DATA	October 12, 2001
October 12, 2001	PER.PRENOTE1.DATA	October 29, 2001
October 29, 2001	PER.PRENOTE2.DATA	November 14, 2001
November 14, 2001	PER.PRENOTE1.DATA	November 29, 2001
November 29, 2001	PER.PRENOTE2.DATA	December 13, 2001
December 12, 2001	PER.PRENOTE1.DATA	December 20, 2001
December 20, 2001	PER.PRENOTE2.DATA	January 14, 2002

Commonwealth Choice Payroll Chart

EFFECTIVE DATE	1 ST PAYROLL DEDUCTION	#PAY PERIODS LEFT	CHECK DATE
JANUARY	12/31/00 1/15/01	24	1/15/01 1/30/01
FEBRUARY	1/31/01 2/15/01	22	2/15/01 2/28/01
MARCH	2/28/01 3/15/01	20	3/15/01 3/30/01
APRIL	3/31/01 4/15/01	18	4/13/01 4/30/01
MAY	4/30/01 5/15/01	16	5/15/01 5/30/01
JUNE	5/31/01 6/15/01	14	6/15/01 6/29/01
JULY	6/30/01 7/15/01	12	7/13/01 7/30/01
AUGUST	7/31/01 8/15/01	10	8/15/01 8/30/01
SEPTEMBER	8/31/01 9/15/01	8	9/14/01 9/28/01
OCTOBER	9/30/01 10/15/01	6	10/15/01 10/30/01
NOVEMBER	10/31/01 11/15/01	4	11/15/01 11/30/01
DECEMBER	11/30/01 12/15/01	2	12/14/01 12/28/01

REQUEST FOR DUAL EMPLOYMENT

101KAR 2:095 SECTION 4(1) States:

An employee holding a full-time position with the Commonwealth shall not hold another state position except upon recommendation of the Appointing Authority and the written approval of the Secretary of the Personnel Cabinet.

Therefore, we would like to request prior approval to dually appoint _____ to the position of _____, effective _____. We understand if this employee goes into overtime, both agencies agree to pay the weighted, average salary. This approval form shall be signed by all parties and submitted as supporting documentation along with the P-1 form.

_____,
Signature of Appointing Authority (Primary Agency) Date

_____,
Signature of Appointing Authority (Secondary Agency) Date

_____,
Approval of Personnel Cabinet Secretary Date

Voluntary Deduction Termination Form

Name: _____

Social Security #: _____

Company #/ Agency: _____

I hereby authorize my payroll officer to inactivate my deduction for the following carrier or institution:

_____ in the amount of \$_____ based on my deduction

frequency. I understand that it is my responsibility to notify the carrier/institution of this cancellation. The agency assumes no responsibility for any contractual agreement between the carrier/ institution and myself.